

**Flathead County Library  
Board of Trustees Meeting Minutes  
Whitefish Branch  
June 26, 2008**

**I. Call to Order –**

**Chair Jerry** Hanson called the meeting to order at 7:00pm. Present were Anne Moran, Kala Lougheed, and Kim Crowley, Library Director. Laura Long was absent and there is one open position on the Board. Others present were Stewart Harvey (Foundation Director), Lisa Kean (Assistant Library Director), Barbara Boorman, Jane Lopp, Marylane Pannell, Richard Kuhl, Pam Haglund, Joey Kositzky (Whitefish Branch Librarian), Myers Reece of the Flathead Beacon, Michael Collins (co-chair of the Citizens Advisory Committee for Library Facilities), and Giuseppe & Jamie Caltabiano.

**II. Approval of Minutes – May 22, 2008**

The minutes of the 5/22/08 meeting were corrected to reflect the budget amendment date of 5/21 and to delete the reference to a Library Foundation appointment since no action was taken. Moran moved to approve the minutes as corrected. Lougheed seconded, and the motion passed by a vote of 3-0.

**III. Open time for persons to address the Board –**

**A. Board candidate introductions** – Chair Hanson explained that applications were solicited for two positions on the board, the open Bigfork position and the expiring term for Whitefish, currently filled by Anne Moran. Jane Lopp and Anne Moran, the two candidates present, spoke of their interest in serving on the board and their qualifications.

**IV. Reports -**

**A. Financial Report – Marr**

Financial statements were reviewed with no unusual expenses noted. Budget amendments are reflected in the May statements. After discussion about the timing of tax revenues, Lougheed moved to approve the financial reports. Moran seconded, and the motion passed 3-0.

**B. Director's Report – Crowley -**

Crowley asked if there were any questions about anything in her report.

1. Crowley reported that the County Commissioners have approved the budget proposal to reclassify some library positions.
2. The library usage statistics are now available online. Gate counts, children's programs participation and checkouts are all up significantly over last year. (The written Director's report is attached to these minutes.)
3. Columbia Falls update – The First Best Place Task Force acquired the Glacier Bank building in Columbia Falls on June 25, 2008. An architectural committee will be established to get costs together for the

remodeling. Hanson explained the purchase and relocation of the Columbia Falls Library to the visitors.

**C. Building Committee report – Moran and Hanson**

Hanson, Long and Moran attended the Building Committee meeting on 6/12. At that meeting, the committee requested that the board provide it with more specific guidance on what the board is expecting from the committee. The committee agreed to meet again in September, allowing the board time to work on priorities and vision.

**D. Foundation report – Crowley**

The Foundation has formed Committees to update the bylaws, financial planning and Standard of Excellence. It is preparing to work with donors.

**V. Old Business**

**A. Communications Plan/Goals –**

This item was moved to the end of the agenda to be considered in Executive Session.

**B. 360 review –**

This item was moved to the end of the agenda to be considered in Executive Session.

**C. Whitefish area board position –**

Hanson reported that he had approached the Whitefish City Attorney, John Phelps, to ask for an opinion on the residency requirements for the Whitefish board position, based on the interlocal agreement. Phelps responded that “anyone living within the existing Whitefish zoning jurisdiction would be eligible to be considered a Whitefish resident.” (Phelps’ letter is on file in the library offices.)

The board considered residency requirements and the applications in hand. After discussion, Lougheed moved that “The Flathead County Library System Board of Trustees recommend Anne Moran to serve as the Whitefish representative to the board.” The Chair turned the meeting over to Moran for the specific reason of a vote. Hanson then seconded the motion made by Lougheed. Both Hanson and Lougheed voted in favor and the motion carried with Moran abstaining. Moran then turned the chair back to Hanson.

**D. Bigfork area board position –**

The board discussed the applications received, their timeliness and residency requirements. Some uncertainty was expressed regarding Long’s request to the Commissioners for reassignment to the Bigfork position and the viability of other applications.

Moran moved that the Bigfork position recommendation be tabled until the next regular board meeting with the understanding that the Chair would investigate which of the applications are viable. Lougheed seconded, and the motion passed 3-0.

**E. Director’s performance goals –**

This item was moved to the end of the agenda to be considered in Executive Session

**VI. New Business**

**A. David Smith review draft “Flathead County Main Library Preliminary Building Program”**

Crowley stated the document was given to the building committee to answer a question posed by Mike Collins regarding library building space programming. She told the Board there is no reason to spend time reviewing this document until the direction of the Board regarding the Main Library is determined.

**B. Strategic Facilities Planning – Mike Collins**

Mike Collins, co-chair of the Citizens Advisory Committee for Library Facilities, has agreed to facilitate the board discussion and he presented a list of ideas for a potential mission statement for facilities and some potential objectives. These ideas were intended to assist the board in developing a mission statement for facilities to give clear direction for the committee to follow. Discussion followed regarding the facilities planning and its relationship to the library’s overall Plan of Service, the reflection of unique community characteristics in each branch, maintenance of service levels throughout the system, and potential growth in the number of branches. Several members of the audience spoke to the issues during the discussion.

Hanson asked that the board think about the discussion and considerations, and be prepared to take action at the next meeting. Moran offered to create a schedule to assist in the planning.

**The Board entered into an Executive Session at 9:20pm to discuss personnel matters.**

**The Board re-entered into regular session at 9:48 pm.** Lougheed moved that the board ratify the Library Director’s performance goals for 2008 -2009. Moran seconded; all voted in favor. Hanson will email the completed performance goals for the library director document on Friday, June 27<sup>th</sup>. He will bring the originals to the director’s office for signature on Monday, June 30<sup>th</sup>.

**VII. Board Comments**

Moran presented two letters that she had received, one from Sharon Randolph thanking the library for the Flathead Authors event. The second letter was from Jake Heckathorn requesting that the barcodes on materials be moved from the top right corner of the book. Moran asked Crowley to bring back justification of the placement of barcodes to the next board meeting.

Crowley brought up the need for trustee job descriptions, as recommended at a Montana Library Association training session she and Long had recently attended. Both Moran and Hanson rejected the idea of this board developing independent descriptions, and suggested reliance on the ones provided by the state legislature and the state library trustee manual.

**VIII. Adjournment** – meeting adjourned at 10:10 pm

**Next Regular Meeting: July 24, 2008 at 7:00pm in the Main Library meeting room (includes election of officers for coming year)**